

Community Health Specialist

Come work for one of the leading public health departments in the state and nation and you will contribute to our mission to protect, nurture, and advance the health of our community. The Oneida County Health Department is working hard to achieve a vision of health equity, one in which the community is thriving and all people have what they need to be healthy.

Oneida County Health Department is recruiting for a Community Health Specialist.

Role: Coordinates the Project Positive Youth Development (PPYD) grant programs-Street Smarts and Strengthening Families. PPYD work focuses on developing healthy outcomes for Oneida County adolescents, promoting positive action, decreasing risky behaviors, and encouraging stronger family ties through open communication and constructive parenting. Participates in the multi-jurisdictional tobacco prevention grant and facilitates the local FACT youth group which, through youth activism, encourages other youth to abstain from tobacco products. Analyzes and evaluates additional programs and policies. Advises on and implements evidence-based practice to carry out other public health objectives. The applicant will implement grant objectives, work plans, respond to priorities set forth by the agency, and assist with other public health priorities as assigned.

Required Qualifications: Bachelor's Degree in Public Health, Community Health Education, Nursing or related field with 1-3 years of experience. Knowledge of computerized information systems and data analysis. Skills in critical analysis, problem solving, priority setting, and group facilitation.

Preferred Qualifications: Advanced degree in public health. Knowledge of local, state, and federal public health programs and planning activities.

Compensation and Benefits: This is a 3-4 day per week position, and has a starting wage of \$21.33 to \$22.55 per hour based on experience plus excellent fringe benefit package including Health, Dental, Life and Income Continuation Insurances and PTO (Paid Time Off).

Complete job description and required Oneida County application are available at the Northern Advantage Job Service Office at 51A N. Brown St. Rhinelander, WI 54501, (715) 365-1500 or at www.oneida.wi.gov. Applications and resumes can be mailed to the address above or emailed to northernadvantage@jobcenterwda6.com. Completed applications are due at the Job Service Office by Monday, October 2, 2017 at 4:30 p.m.

Oneida County is an Equal Opportunity Employer

Oneida County

JOB DESCRIPTION

JOB TITLE: Community Health Specialist-Health Planner

DEPARTMENT: Health

Reports To: Public Health Director and Assistant Director

FLSA Status: Nonexempt

Prepared By: Carl Meyer

Prepared Date: July 2013

Approved By: Lisa Charbarneau

Approved Date: July 2013

Reviewed Date: May 2017

GENERAL SUMMARY:

The Community Health Specialist promotes individual and population health through health promotion and education initiatives and health behavior-change programs in a variety of settings for the diverse populations represented in Oneida County.

Responsibilities include developing, implementing, and evaluating programs and public health initiatives, establishing, leading and maintaining community partnerships, and managing work plans and timelines. Work involvement will include initiatives and projects at any given time and will change as the initiatives and projects evolve. The specialist will implement grant objectives, work plans and respond to priorities set forth by the local coalitions.

ESSENTIAL FUNCTIONS:

Under general supervision and/or as part of various workgroups and teams, the Community Health Specialist performs the following essential functions within the framework of Oneida County Health Department's provision of the core functions and essential services of public health:

Public Health Sciences

1. Facilitates implementation of community-focused initiatives to promote health and prevent disease, in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and worksites, schools, and the community at large.
2. In order to develop evidence-based public health interventions, conducts and/or facilitates teams in comprehensive reviews of scientific evidence related to public health issues, concerns, and interventions.
3. Facilitates and implements multidisciplinary and/or interagency teams.
4. Develops and implements timelines and master planning for community health assessment and planning activities in order to assure the department's certification

as a level III health department in Wisconsin and to comply with National Voluntary Public Health Accreditation Standards.

5. Facilitates and implements assessment and planning, including selecting the framework for this process.
6. Researches and identifies potential plans/policies for public health impact on issues related to land use, the built environment, transportation, and other areas.
7. Understands and articulates Core Public Health Functions and Essential Services of Public Health.

Community Dimensions of Practice

8. Provides leadership in the process of developing and applying evidence-based and evidence-building community health improvement strategies into specific, measurable action plans in partnership with public and private organizations.
9. Designs and delivers - orientation for Department staff and public health education and technical assistance for community agency staff as well as community members on community health planning process.
10. Develops and implements a process that assures the active involvement of community members and stakeholders in the community health assessment and planning process.
11. Leads the design and application of community health improvement strategies with community partners, members, and stakeholders.
12. Facilitates development and provides leadership of community workgroups and committees related to community health assessment, prioritization, planning, implementation, and evaluation.

Analysis and Assessment

13. Assesses current relationships between the Department and community organizations, agencies and other stakeholders and develops plans to enhance and improve these relationships and partnerships.
14. Uses community health planning expertise to successfully complete the community assessment and planning process, set community health improvement goals/objectives/strategies, identify public policy and action options, develop programs based on evidence, and create monitoring and evaluation plans.
15. Performs data analysis and presents findings to community groups, stakeholders, and other professionals.
16. Examines the integrity and comparability of data and identifies gaps in data.
17. Makes community-specific inferences from quantitative and qualitative data in development of interventions, programs, policies, and plans.
18. Conducts scientific reviews of scientific evidence related to public health issues, concerns, and interventions.

Leadership and Systems Thinking

19. Demonstrates knowledge regarding and compliant with applicable professional practice guidelines and any other Federal and State laws and regulations applicable to practice as a public health professional.
20. Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
21. Contributes to a work environment where continuous quality improvements in service and professional practice are pursued.
22. Incorporates ethical standards of practice as the basis of all interactions with organizations, communities, and individuals.
23. Leads key stakeholders in identifying key values and a shared vision as guiding principles for community action.
24. Analyzes, identifies and makes mitigation recommendations for internal and external factors that may affect the delivery of Essential Public Health Services.
25. Assists Accreditation Coordinator in working with agency staff to develop program specific performance based objectives and monitors staff progress on meeting established objectives.

Policy Development and Program Planning

26. Participate in developing strategies on how Public Health can be actively involved in the development of county-wide policies and plans that impact the built environment and public health of the county and region. Serves on inter-jurisdictional or multi-agency committees involved in policy development; coordinate review/comment processes for proposed policy documents.
27. Assist in developing and implementing a community involvement process that assures the informational exchange necessary to provide Public Health's input into appropriate plans and policies; identify potential barriers to new policy development and implementation.
28. Conducts comprehensive reviews of evidence related to community health assessment and planning, and develops and maintains resources related to new and emerging methods, such as Health Impact Assessment.
29. Evaluates the effectiveness of policies and programs.

Communication and Cultural Competency

30. Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
31. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
32. Adheres to ethical principles and Oneida County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

33. Develops and implements agency-wide health equity plan and serves as a resource for program health equity plans.

Financial Planning and Management

34. Contributes to the development and preparation of proposals for funding from external resources for health promotion and disease prevention initiatives and programs.
35. Assists with development of program budgets; monitors budget compliance, and recommends modifications when needed.

Other

36. Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.
37. Participates in Department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
38. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
39. Responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
40. Performs other duties as assigned consistent with job classification.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy and respect in all interactions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Education, Licensure, Certifications, Experience

- Bachelor's degree in public health, public health nursing, public administration, health promotion, social work or other closely related degree. Master's degree preferred.
- Three (3) years of public health/community development experience preferred, including data analysis and research development.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 700.a, and 800 certification within six (6) months of employment.

- National Incident Management System (NIMS)/Incident Command System (ICS) 300 and 400 certification within six (6) months of employment.
- Valid Wisconsin driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Knowledge and Skills:

- Knowledge of the core functions and essential services of public health
- Knowledge of data analysis and research methods.
- Knowledge of education program planning, implementation and evaluation.
- Knowledge of training principles and methods, needs assessment, design and evaluation.
- Knowledge of course design, teaching methods and techniques for presenting material.
- Knowledge of health promotion and health education theories and practices related to: public health, epidemiology, disease prevention, behavioral change, group process, community organizing and mobilizing, social justice, and adult learning.
- Knowledge of social marketing principles, public information and mass media and methods of instruction.
- Knowledge of community organizing skills.
- Knowledge of program-planning skills.
- Ability to determine measurable goals/objectives for each five-year community health improvement plan.
- Ability to develop performance-based objectives that are specific, measurable, achievable, realistic and have a timeline.
- Ability to determine level of significance of relevant data.
- Ability to determine variances when only partial data is available; determine rates.
- Ability to analyze statewide health data for impact, frequency, and severity in Oneida County.
- Interpersonal communications, group process and facilitation skills.
- Excellent oral and written communications skills.
- Effectively communicates a broad amount of information to a wide variety of audiences.
- Demonstrates ability to make group presentations.
- Demonstrates computer use ability in word processing, spreadsheet and database software.
- Demonstrates ability to use a wide range of audio visual equipment.
- Demonstrated ability to maintain confidentiality.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:

- Must be able to be fitted and wear NIOSH 95 mask.

- Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
- Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone
- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Wisconsin law.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

General office setting in health department facilities, as well as community sites including clients' homes and workplaces.

Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.

In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, Fax, copier, personal or county vehicle, and public health equipment and supplies.

Reports to: Director or Assistant Director

Directs Work of: None

Blood borne Pathogen Risk Code: None __ Low X Medium __ High__